

**STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
INVITATION FOR BID****IFB NO. SACA0304****TITLE:** *School Age Care/Afterschool
(SAC/A) Program Grant
(Federal, CCDF program)***CONTACT PERSON: Carol Rackers****PHONE NO.:** (573) 751-4463**E-MAIL:** crackers@mail.dese.state.mo.us**ISSUE DATE:** May 22, 2003**RETURN BID NO LATER THAN:** 2:00 PM on June 20, 2003**MAILING INSTRUCTIONS:** Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

RETURN BID TO: DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION ATTN: Community Education PO BOX 480 JEFFERSON CITY MO 65102-0809

CONTRACT PERIOD: July 1, 2003 through June 30, 2004

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Bid (Revised 11/22/00). The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from DESE or when this IFB is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and DESE.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
DISTRICT NAME		
DISTRICT COUNTY CODE	BUILDING NUMBER	SITE NAME
MAILING ADDRESS		
CITY, STATE, ZIP		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
PHONE NO.	FAX NO.	E-MAIL ADDRESS

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:	
TITLE	DATE
Total Amount of Award:	

PLEASE READ THE ENTIRE DOCUMENT PRIOR TO FILLING OUT THE INVITATION FOR BID (IFB). THIS DOCUMENT PROVIDES GUIDANCE, POLICIES, RULES, PROCEDURES, REQUIREMENTS AND REGULATIONS FOR A SCHOOL AGE CARE/AFTERSCHOOL (SAC/A) PROGRAM. PLEASE READ THE DOCUMENT CAREFULLY!

If any section is left blank and /or filled out incorrectly, the IFB will not be read and will be considered ineligible for funding!! Make sure to correctly fill in all required information!

It is understood and agreed upon that in the event funds from state or federal sources are not obtained by DESE and continued at an aggregate level sufficient to allow for purchased services needed, the obligations of DESE shall be terminated immediately upon written notification.

1. INTRODUCTION

1.1 Purpose:

- 1.1.1 This document constitutes an invitation for sealed bids from prospective bidders for the purchase of School Age Care/Afterschool (SAC/A) Programs. This IFB is for an initial one-year grant with the option for up to two renewals. In order to build toward sustainable SAC/A programs, DESE offers a renewal process for SAC/A grant recipients.

This IFB form is only for Public School District sites that **DID NOT** receive a SAC/A grant for the 02-03 school year. An example of this would be: Public School District ABC received a 02-03 SAC/A grant for its XYZ Elementary SAC/A site **BUT NOT** for its EFG Elementary Site. This IFB should be used to apply for SAC/A funds for the EFG SAC/A site. A renewal form should be used for requesting a renewal for the XYZ SAC/A site.

GOAL:

To increase School Age Care/Afterschool (SAC/A) program **availability and quality** in public schools in order to provide a safe environment that meets the individual, developmental, social, leisure and academic needs of children ages 5 to 13.

RATIONALE:

Research indicates that a safe, well supervised, and enriching School Age Care/Afterschool (SAC/A) environment can greatly enhance the social, emotional, cognitive, and physical development of children. School Age Care/Afterschool (SAC/A) can also reduce the negative effects many children experience from being in self-care (i.e. negative peer pressure, loneliness, boredom, fear, accidents, diminished school performance, etc.).

BACKGROUND:

School Age Care/Afterschool (SAC/A) is a major issue for public education in the state of Missouri. The Department of Elementary and Secondary Education has cooperatively worked with other institutions, organizations and agencies to assist the public school system with their efforts.

School Age Care/Afterschool (SAC/A) provides a safe, caring and nurturing place for extended learning, social, recreational, and personal life skills development for students during non-school hours. SAC/A is not a continuation of the school day but extends and enriches the opportunities for experiential learning, social development and recreation. It incorporates a strong partnership of school, family, and community members that collaboratively contribute to the growth of students as they mature into caring, competent and responsible adults.

The purpose of this document is to announce the availability of funds to provide a quality School Age Care/Afterschool (SAC/A) Program; to solicit applications for these funds; and to provide the procedures and requirements for applicants.

Funds must be used to supplement, not supplant, other funding. These funds may not be used to provide a service or activity previously funded with other federal, state or local funds. Rather, these funds are to be used to implement a new program or to improve/expand an existing program.

Public School Districts interested in applying for funding, must submit **ALL REQUIRED INFORMATION** for their request to be considered. Questions regarding the process for requesting funds must be directed to the Department of Elementary and Secondary Education. Please see the contact information on the first page of this IFB.

Child Care Development Fund Grant

The CCDF is subject to the requirements of section 418 of Title IV-A of the Social Security Act as amended by Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, effective October 1, 1996.

The Department of Elementary and Secondary Education will administer a portion of these funds to support:

- Grants for the purpose of establishing School Age Care/Afterschool (SAC/A) services within the school setting;
- Provide technical assistance and consultation and training for programs;
- Assist the Missouri Accreditation Center and the National School Age Care/Afterschool Alliance Accreditation with public school programs; and
- Gather and distribute information on existing programs in school settings.

Programs should be conducted on school facilities. Programs located elsewhere **will be considered only** if school facilities are not available. In such cases, consideration will be given to community centers in lieu of public school facilities. Community Center means any facility operated by public or nonprofit community-based organizations for the provision of recreational, social or educational services to the general public. Any site selected must be accessible for children with disabilities.

It is understood that the Public School District is the author and administrator of this grant. While the Public School District may work in cooperation with other community partners, this grant award is to the Public School District for the purpose of administering a Public School District SAC/A program.

In the event that a *not-for-profit* entity partners with the Public School district for the School Age Care/Afterschool (SAC/A) program, an authorized representative from such an entity must sign the application where indicated **in addition** to the superintendent or authorized representative of the public education institution.

In those cases where a *not-for-profit* entity partners with a Public School District for the program, there must be a signed statement of understanding/agreement between the Public School District and the entity.

For purposes of these guidelines, School Age Care/Afterschool (SAC/A) Programs are those school-based programs offering care to all children, including children with disabilities, from school entry to age 13. School Age Care/Afterschool (SAC/A) Programs can be provided before and/or after the period children enrolled in school are typically in session. School Age Care/Afterschool (SAC/A) Programs shall also meet the needs of working parent(s) during non-school days.

Applications for these grants must be identified as one of the following:

New Services: Implementing a new program within a school site (building) where **no such service is presently being operated.** The program must be new to the district or new to the school site.

Existing Services: Improving and/or expanding an existing program to serve more children than are presently being served or to improve the quality of School Age Care/Afterschool provided.

REMEMBER: For the purposes of this IFB Existing Services refers to only those sites who **DID NOT** receive SAC/A funding for 02-03.

NOTE: From this point on, the term “**Public School District**” will be used for all Public Education Institutions.

2. GENERAL CONTRACTUAL REQUIREMENTS

2.1 Contract Period:

- 2.1.1 The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, DESE for any contractual commitment in excess of the original contract period.

2.2 Price:

- 2.2.1 Funding for a School Age Care/Afterschool grant is limited to one full award per funding year, per School Age Care/Afterschool site/school building. Funding up to, but not exceeding \$20,000 per site or \$40,000 per district for multiple sites may be awarded. DESE shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

2.3 Minimum Standards:

2.3.1 ELIGIBLE ENTITIES:

A Public School District Superintendent or Applicable Community/State College Official—All applications must be signed by the Superintendent or College Official to be eligible for a School Age Care/Afterschool grant either for an existing or a new School Age Care/Afterschool program. **Only applications submitted by Public School Districts will be considered for grant awards.** A Public School District may submit an application for a School Age Care/Afterschool program in partnership with a not-for-profit entity that is utilizing school facilities, such as the YMCA, YWCA, 4-H Youth Development, PTA, or other not-for-profit entities; however, the Public School District is ultimately responsible for the program and the execution of the grant.

2.3.2 PROGRAM CONSIDERATIONS:

The Public School District shall develop and implement School Age Care/Afterschool Programs that take into consideration the following program considerations:

A. Program Content

A School Age Care/Afterschool program must provide a daily schedule that is flexible and varied, including a large number of age-appropriate activities based on the interests of school age children. A variety of activities from which children can select must be available at all times. A warm, supportive atmosphere, more home-like than school-like, must be provided. Content must include: social and recreational activities; developmentally and age appropriate activities for small group and individual activities; vigorous playtime interspersed with quiet activities; opportunities to read and to be read to; special events; field trips; choices of art, music, science, drama, movement, and cooking; opportunities to experiment and explore; and study time/tutoring, if age-appropriate and needed. **The use of television is discouraged as an option to children.** Programs will offer, daily, nutritious snacks and/or meals, depending on schedules.

B. Program Operation

For School Age Care/Afterschool Programs, the hours and days of operation must be reflective and accommodating to the families participating in the program, especially parents working outside the

home, i.e. 7:00 a.m. to 6:00 p.m. as well as, Monday through Friday; year round including summer months, breaks and holidays (except legal holidays); inclement weather; teacher conferences; etc.

C. Staff Qualifications

Training and experience of the School Age Care/Afterschool program administrator must include School Age Care/Afterschool, child development, recreation, elementary education or other child-related fields. This person needs appropriate training because he/she is responsible for developing, directing and supervising the complete School Age Care/Afterschool program.

Staff working with children must have education and/or training in School Age Care/Afterschool, child development, recreation, elementary education or other child-related fields. **No person shall be employed who has been convicted of a crime against children.** All programs are required to meet state laws regarding screening of school age childcare providers. All providers must be adults (age 18 or older). All adults working with children must be trained in appropriate first aid and emergency procedures.

D. Adult/Child Ratios

There must be appropriate staff/child ratios at all times in the program. Consideration must be given to the ages of the children being served. If children with disabilities are included in the program, and require additional supervision or assistance, that district may need to alter the student/staff ratios. Special staffing arrangements may only be necessary during specific activities. The following chart must be used in determining the maximum optimal adult/child ratio:

<u>Age</u>	<u>Minimum Staff per Children</u>
5 - 13 years	1:16

E. Supervision

Children must be under competent supervision at all times. **The program director and/or appropriate designee must be immediately available at all times.**

F. Records

Records must be maintained **on-site** (not the school's office or nurse's office) including: name, address, gender, and date of birth for each enrolled child; parent's or guardian's names, addresses and places at which parents or other person(s) responsible for the child can be reached in case of emergency; a daily attendance record; immunization records and pertinent medical information and emergency medical treatment plan for each child.

No child shall be released from the program to any person other than the parent, guardian, lawful custodian, or person previously designated in writing.

G. Facility

School Age Care/Afterschool programs must provide access of 35 square feet of indoor and outdoor usable space per child. Usable space must consist of both primary and auxiliary-space. The following areas can be included as auxiliary space: gym, media centers, multipurpose rooms, libraries, industrial arts rooms, arts and crafts rooms, kitchens, community center, activity rooms and cafeterias. Park areas within walking distance of no more than one-quarter mile from the program site can be considered outdoor play space for SAC/A children. Any facility selected must be accessible for children with disabilities. The site must also adhere to **all** of the requirements set forth in the Americans with Disabilities Act.

2.3.3 **FUNDING:**

DESE has the right to reduce a grant budget if non-allowable costs are requested.

Funding for a School Age Care/Afterschool grant is limited to one full award per funding year, per School Age Care/Afterschool site/school building.

Districts seeking funding for more than one site must submit **separate and individualized** applications for **each** site/building as required by this document. *If a district is seeking a district wide grant such as an enhancement grant to provide training for all SAC/A staff in the district, then a single IFB may be filled out. However, the IFB must indicate that the funding is an enhancement district grant and not a site start up grant and not exceed the application maximum of \$20,000.00.*

Since the purpose of these funds is to (1) Start up new programs and (2) to Expand and/or Enhance existing programs, a site that receives a grant may apply for renewal for up to two consecutive years. Grants may be renewed pending availability of funds AND the successful completion of all deliverables AND upon submission of complete and accurate end of year required reports AND upon submission of an approved renewal application.

At the end of the three-year cycle, a District may not reapply for that same site. It is understood that a site will use the potential of three years of funding to build a high quality, sustainable program that can function without continued federal CCDF funds. A site may reach sustainability prior to the third year and this is encouraged.

In an effort to build long-term sustainable programs, sites must show that by the end of the second year of renewal (third year of the grant), they will be able to sustain the program. Sites are encouraged to look at long-term public/private partnerships, sliding fee scales and the incorporation of the SAC/A program into the annual Public School District budget.

ALLOWABLE COSTS*

Applicants must demonstrate an appropriate distribution of funding across budget categories. Applicants must demonstrate in the budget narrative the reason for the amount requested and must show how this amount will be sustained at the end of the grant/renewal cycle.

Allowable costs include:

Equipment

Equipment is distinguishable from supplies in that items have a useful life of at least one year and are more feasibly repaired than replaced.

Equipment to be purchased from these funds is limited to items for the direct service component of the program (e.g., microscopes for students) rather than equipment for the administration of the program (e.g., a typewriter for a secretary, laminating machine, etc.). **Programs located in school buildings are expected to have access to equipment ordinarily available in schools: student desks, chairs, tables, audiovisual equipment, playground and activity equipment, computer and science labs, media centers, etc.**

Allowable costs may include purchasing, or temporary leasing of equipment needed to implement the project, which is not available in the school.

All equipment and furniture purchased with this grant must be listed on an inventory form so that DESE can validate its use for School Age Care/Afterschool programs and be accessible in the

event that a program must close. *In the event of a program closure, all equipment must be reallocated to another SAC/A program. It will be the responsibility of the School District to arrange for the packing and transportation of the equipment to the new SAC/A site as approved by DESE.*

Materials and Supplies

Materials and supplies to be purchased from these funds are limited to items which are either consumed in use, have a useful life of less than one year and are more feasibly replaced than repaired.

Materials and supplies are allowable if needed to implement the project so that programs can begin with a variety of materials for the daily program of activities (e.g., board games, art supplies, books).

Purchased Services

Allowable purchased services include: personnel services rendered by persons not employed by applicant, their travel and related expenses, all other contracted services included, travel by employees, and fees for accreditation and school age childcare licensing.

***Time and Effort Logs** must be kept on personnel receiving stipends or salaries. The authorized representative of the funded organization must sign this log. Logs must reflect the dates, length of time, and actual hours worked. The person performing the duties and the authorized representative of the funded district must sign it.*

Professional Development Costs

Payments of stipends will be allowed if necessary to carry out the professional development objectives (e.g., payment for substitutes, payment of registration costs, payment of stipends to teachers for attendance).

Travel and Transportation

The cost of travel related to School Age Care/Afterschool is allowable for program personnel on trips related to the project. This cost must be justified in the bid. Transportation for students in a program for field trips or program trips may be included on this application. Consideration must also be given to the specialized transportation needs of students with disabilities.

Salaries and Benefits

Funding can be used in this category to increase the availability and/or quality of childcare. *However, this is not considered a priority area with these grants. Districts must demonstrate that other budget areas (e.g., materials and supplies, equipment, and professional development needs) have been adequately met.* Appropriate planning expenses include activities preliminary to serving children such as: surveying the community for school age childcare needs, planning and organizing facilities, planning curriculum and activities, hiring staff, training staff, publicizing the program and recruiting children.

Accreditation Fees

Awardees may use a portion of their grant funds for Accreditation Fees. Public School District sites who are awarded a SAC/A grant must work toward and complete the requirements for Accreditation in order to remain eligible for their award and up to two renewals. DESE recognizes both the Missouri Center for Accreditation and the National School Age Care Alliance Accreditation as approved accrediting bodies for SAC/A programs. Program MAY NOT use NAEYC accreditation to meet their SAC/A program grant accreditation requirement.

As of July 1, 2003, DESE has discontinued the tracking fee for Missouri Center for Accreditation.

***NOTE: If a district receives grant funding and determines their need for specific items or areas have changed; then, they must complete a Budget Amendment form and have it approved by the appropriate office *prior* to purchasing any new items.**

Funding **may not** be used for:

Funding of existing expenditures. Grant award cannot supplant existent funding or expenditures and must be used only to increase or enhance programs;

Purchase of or improvement of land or property, except for minor remodeling;

Construction or permanent improvements, which exceed \$10,000.00;

Rent of building or facility;

Student and/or child tuition fees;

Travel and/or registration for non-approved conferences;

Matching funds for other state or federal grants.

NOTE: YOU MUST ATTACH A DETAILED ITEMIZED DESCRIPTION FOR *EACH* BUDGET CATEGORY YOU ARE REQUESTING FUNDS FOR (see examples below). *Failure to do so will result in the proposal being “ineligible” and will not be evaluated.

1) Unacceptable example: \$600 for conference registrations

Acceptable example: \$600 for 6 staff to attend “XYZ” conference at \$100 each

2) Unacceptable example: \$400 for arts and crafts

Acceptable example: \$150 for drawing paper

\$ 50 for glue and glitter

\$200 for assorted fabric

2.3.4 **STAFF TRAINING REQUIREMENTS:**

Staff in School Age Care/Afterschool programs approved for funding must complete a minimum of eight (8) hours of mandatory School Age Care/Afterschool training. These training costs can be budgeted in the grant application. **This does NOT include the required 4 hours of CPR and First Aid Training.** In order to use these 8 hours of training as a partial requirement for your child care license, these 8 clock hours must be trainings offered by trainers approved by the Missouri Department of Health and Senior Services.

Training received at approved conferences meet the Missouri Department of Health and Senior Services requirements for registered trainers. Allowable conferences include: Missouri School Age Care Coalition (MOSAC2), Missouri Association of Adult Continuing and Community Education (MAACCE), and any regional trainings provided by the Missouri Afterschool Resource Center. All other trainings must be approved in advance. *Hours earned at The Conference on the Young Years or The Primary Conference will not be considered allowable for this grant-training requirement.*

In addition to the aforementioned Health and Safety requirements, program staff must provide:

- Copies of CPR and First Aid Training/Certification of all permanent staff upon request.
- Posted copies of meal and snack menus which must meet USDA guidelines.
- Posted evidence of **Monthly** fire and/or tornado drills.
- Evidence of **Monthly** activities and/or speakers related to Health & Safety issues for children and/or families upon request.
- Evidence that all permanent SAC/A staff attended their Regional SAC/A Conference, the state

(MOSAC²) Conference, or MAACCE Conference upon request.

2.3.4 SCHOOL AGE ACCREDITATION

School Age Care/Afterschool programs awarded a grant **MUST** work toward and become accredited through one of the two sanctioned School Age Care/Afterschool Accreditation Organizations. Public School District Sites who are awarded a SAC/A grant must work toward and complete the requirements for Accreditation in order to remain eligible for their award and up to two renewals. DESE recognizes both the Missouri Center for Accreditation and the National School Age Care Alliance Accreditation as approved accrediting bodies for SAC/A programs. Program **MAY NOT** use NAEYC accreditation to meet their SAC/A program grant accreditation requirement.

As of July 1, 2003, DESE has discontinued the tracking fee for Missouri Center for Accreditation.

Programs that receive a grant, yet do not submit the appropriate information for School Age Accreditation by the appropriate deadline **will be in jeopardy of not receiving final grant payments or renewal funding**.

The goal of this procedure is: to insure quality child care programs use standards and procedures outlined by Missouri Center for Accreditation and/or NSACA Accreditation and adopted by the Missouri State Board of Education. Grant applicants **MUST** indicate which school age accreditation they are seeking. If they are currently accredited by either organization, they must so indicate on the application form.

DESE REQUIREMENTS FOR ACCREDITATION

First Year of Award:

No matter which accrediting organization a program chooses, during Year One of the grant award (first year of award), program sites will be required to purchase and complete under the supervision of a Missouri Afterschool Resource Center Technical Assistant, a copy of the School Age Care Environmental Rating Scale (SACERS). The cost of this instrument is approximately \$15.00 and program sites may use grant funds to purchase the instrument.

It is required that awardees use the SACERS as early in the first year of funding as possible to set program improvement goals and to highlight areas that will need assistance in meeting accreditation standards.

FOR PROGRAMS WHO CHOOSE NSACA ACCREDITATION, they will also order a copy of the NSACA Standards of Quality School-Age Care. This publication costs approximately \$15.00 for non-NSACA members and grant funds may be used to cover the cost of the purchase. It is required that the Standards book be used in conjunction with the SACERS to set program improvement goals and to highlight areas that will need assistance in meeting accreditation standards.

First Renewal (Year Two of Grant Cycle):

Upon successful completion of Year one of the SAC/A grant and upon successful application and receipt of the first year of renewal, SAC/A programs in their second year of the grant cycle will be required to order the self study materials for their selected accreditation organization.

FOR MISSOURI CENTER FOR ACCREDITATION, Sites will order a copy of the Self Study Manual for School Age Child Care Programs and use the manual to create their study team to begin working on the self study. The cost of the manual is approximately \$15.00 and can be ordered from the Missouri Center for Accreditation. Cost of the manual may be covered by grant funds. Sites are required to order this self-study manual no later than September of the year-one renewal (Year Two of the Grant Cycle). It may be ordered earlier.

FOR THE NATIONAL SCHOOL AGE CARE/AFTERSCHOOL ALLIANCE ACCREDITATION (NSACA), <http://www.nsaca.org/accreditation.htm>

Sites will Purchase the Self-Study and Accreditation Kit ARQ: Advancing and Recognizing Quality. The contact information for NSACA is: Accreditation Coordinator, NSACA, 1137 Washington St., Boston, MA 02124. Phone #: 617-298-5012.

The cost of the ARQ Kit is \$150.00 and this cost may be taken out of your year-one renewal budget. The ARQ Kit contains all the needed information to set up your Advancing and Recognizing Quality Team in preparation for the final step of the accreditation process. It must be ordered no later than September of the year-one renewal (Year Two of the Grant Cycle). It may be ordered earlier.

During the second year, program sites will work through the ARQ Kit and complete all the steps needed to meet accreditation standards and to prepare for their accreditation endorser visit in year three of the grant cycle (year-two of the renewal.)

Second Renewal (Year Three of the Grant Cycle)

FOR MISSOURI CENTER FOR ACCREDITATION, Sites will officially apply for accreditation using the guidelines of the Missouri Center for Accreditation.

FOR THE NATIONAL SCHOOL AGE CARE/AFTERSCHOOL ALLIANCE ACCREDITATION (NSACA), program sites will apply for NSACA accreditation and pay an endorsement visit fee. Application deadlines are September 15, December 15, March 15, and June 15 of each year. The program submits a completed application and visit fee of approximately \$750.00. Two NSACA Endorsers trained by NSACA visit your program. Your program is accredited if the ratings meet the criteria for accreditation. The accreditation report identifies program strengths and areas for continued improvement.

2.3.5 DEFINITIONS

- (1) School Age Care/Afterschool Programs: School Age Care/Afterschool Programs administered by a public school district or sub-contracted with a not-for-profit agency in a school building that serve children from school entry to age 13.
- (2) Licensed School Age Care/Afterschool Programs: A School Age Care/Afterschool program that is licensed by the state of Missouri through the Department of Health, School Age Care/Afterschool Licensing Unit. Programs that are licensed **must** submit a copy of the license.
- (3) Site: A site must be a school building (elementary, middle or senior high) and owned by the Public School District. It **cannot** be: a rented building or facility, a trailer or temporary classroom, or a facility that does not meet the health and safety guidelines for a School Age Care/Afterschool Program.
- (4) Administrative Staff: A project site coordinator, project manager, or a person who is responsible for the running and administering of the program.
- (5) Low Income Child: A child 13 years of age or under whose family income does not exceed the following:

<u>Size of Family</u>	<u>Maximum Income Limit</u>
One-person family	\$11,004.00
Two-person family	\$14,338.00

Three-person family	\$17,784.00
Four-person family	\$21,168.00
Five-person family	\$24,552.00

(5) Special Needs Child: A special needs child is a child under the age of 18, or under the age of 19 if still in high school, who has one or more of the following conditions:

- Requires special educational services in order to develop to maximum capacity because of a mental, physical, emotional or learning problem;
- A physical or mental incapacity as certified by a physician;
- Parent with a physical or mental incapacity making school age childcare necessary;
- Receives foster care through the Department of Social Services;
- Court ordered supervision;
- Eligible for and receives services from the Department of Mental Health; or
- Receives Supplemental Security Income (SSI).

2.4 Activity Plan Implementation Requirements:

2.4.1 In accordance with the detailed activity plan developed per the above guidelines and approved by the state agency, the Public School District shall implement and satisfy all requirements of the detailed activity plan. The Public School District shall perform those requirements assigned to the Public School District and shall oversee and manage all other requirements of the activity plan to insure that all requirements of the plan as approved by the state agency are performed and accomplished. Only those activities specifically approved in the plan shall be performed, including, but not necessarily limited to, the activities listed below.

- ❖ A School Age Care/Afterschool program must provide a daily schedule that is flexible and varied, including a large number of age-appropriate activities based on the interests of school age children.
- ❖ A variety of activities from which children can select must be available at all times.
- ❖ A warm, supportive atmosphere, more home-like than school-like, must be provided.
- ❖ Content must include:
 - Social and recreational activities;
 - Developmentally and age appropriate activities for small group and individual activities
 - Vigorous playtime interspersed with quiet activities;
 - Opportunities for physical activities;
 - Opportunities to read and to be read to;
 - Opportunities for homework and tutorial assistance as needed and recommended;
 - Special events;
 - Field trips;
 - Choices of art, music, science, drama, movement, and cooking;
 - Opportunities to experiment and explore;
 - Opportunities for study time/tutoring, if age-appropriate and needed. **The use of television is discouraged as an option to children.**
- ❖ Programs **will** offer, daily, nutritious snacks and/or meals, depending on schedules.

2.4.2 Unless otherwise specified herein, the Public School District shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

2.4.3 Deliverables:

- ◆ Attendance by Administrative Staff of up to three required orientation/up date meetings.
- ◆ A well balanced program including:
 - Social and recreational activities;
 - Developmentally and age appropriate activities for small group and individual

- activities
 - Vigorous playtime interspersed with quiet activities;
 - Opportunities for physical activity;
 - Opportunities to read and to be read to;
 - Opportunities for homework and tutorial assistance as needed and recommended;
 - Special events;
 - Field trips;
 - Choices of art, music, science, drama, movement, and cooking;
 - Opportunities to experiment and explore;
 - Opportunities for study time/tutoring, age-appropriate and as needed
 - USDA approved nutritious snacks and/or meals
- ◆ Completion of all required paperwork as outlined
 - Budget Amendment (if needed)
 - Final Expenditure Report
 - Final Program Report
 - Quarterly Invoices
- ◆ Appropriate Child to Staff Ratios (1:16)
- ◆ Attendance at approved SAC/A trainings by all staff to meet requirement of 8 clock hours training
- ◆ Attendance by All staff of 4 hours of CPR and First Aid Training
- ◆ Accreditation requirements
- ◆ Maintenance of financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by state
- ◆ Quarterly Invoices for reimbursements for grant
- ◆ Invoice on file on all equipment purchased with grant funds. (List to be made available upon request)

2.5 Reporting Requirements:

The Public School District shall submit the reports identified hereinafter to the state agency for review and approval. For each type of report, the Public School District must obtain the prior written approval of the state agency on the format and design of the report prior to its first submission.

- Budget Amendment form, if required;
- Quarterly Invoices showing expenditures for reimbursement; (dates due: September 15, 2003; December 15, 2003; March 15, 2004; and May 15, 2004))
- Final Program Report* form due by May 15, 2004;
- Final Expenditure Report* form due May 15, 2004; otherwise, all remaining funds will be allocated to other Public School Districts and grant will not be eligible for renewal for years two - three.
- Renewal Request Form* due no later than May 15 of each year applicant is eligible for renewal (not to exceed a period of 2 years from date of initial award.)
- *All forms required are available at the following: <http://www.dese.state.mo.us/divvoted/forms.htm>
- Any other materials required by grant guidelines.

2.6 Financial Requirements:

- 2.6.1 The Public School District must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state. These records must be made available at all reasonable times to the State agency and/or its designees during the contract period and any renewal period, and for five (5) years from the date of final payment on the contract or contract renewal period.

- 2.6.2 The Public School District shall permit governmental auditors and authorized representatives of the State to have access for the purpose of audit or examination of any of the books, documents, papers, and records of the Public School District's recording receipts and disbursements of any of the funds made available to the Public School District under the contract at any reasonable time. The Public School District further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the Public School District, provided that it may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the Public School District all amounts which may ultimately be held entitled to receive as a result of any such legal action.
- 2.6.3 The Public School District shall agree and understand that the State of Missouri **does not make advanced payments to the Public School District** for any services performed or goods purchased or provided.
- a. The Public School District shall agree and understand that any amount funded per the contract is subject to appropriations made by the General Assembly and signed into law by the Governor. In addition, the total budget amount described herein is also subject to reduction by executive order and or by administrative policy of the state agency when deemed in the best interest of the state. Therefore, DESE does not guarantee that any amount of funds will be spent in accordance with the contract.

2.7 Invoicing and Payment Requirements:

It is understood and agreed upon that in the event funds from state or federal sources are not obtained by DESE and continued at an aggregate level sufficient to allow for purchased services needed, the obligations of DESE shall be terminated immediately upon written notification.

Public School districts will be notified by letter of approval or disapproval of their grant request after June 15, 2003.

Payments will be made on a quarterly basis, per timely submittal of an invoice showing expenditures for the invoice period.

Quarterly invoices must be in the office of Community Education no later than close of business on the following dates: September 15, 2003; December 15, 2003; March 15, 2004; and May 15, 2004. **Invoices must be submitted by their due date in order to be paid. Any invoices arriving after the due date will be held until the next quarterly payment.**

Payments will be paid to your school district through the Automated Clearing House (ACH). You will not receive a separate check for SAC/A Funding. This payment will be included in the normal school payment and direct deposited into the district's bank account.

Upon verification of the completion of the district's deliverables (completed Final Program Report form), AND Upon verification of completion of the district's proposed plan for all expenditures (completed Final Expenditure Report form), AND Upon submission of the final invoice, the amount of verifiable expenditures will be paid.

*If for any reason, it becomes apparent that a School District will not be expending all of its grant funds, then the School District **MUST** contact DESE as soon as possible.*

- 2.7.1 Other than the payments and reimbursements authorized under the grant award, no other payments or reimbursements shall be made to the Public School District for any reason whatsoever.

2.8 Other Contractual Requirements:

- 2.8.1 Contract Period: **NEW/EXISTING SERVICES:** The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, DESE for any contractual commitment in excess of the original contract period. DESE shall have the right, at its sole option, to renew the contract for (2) additional one-year periods, or any portion thereof. In the event DESE exercises such right, all terms and

conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

- a. Renewal Periods - If the option for renewal is exercised by DESE, the Public School District shall agree that the prices stated in the original contract shall not be increased in excess of the maximum price for the applicable renewal period stated under 2.2 of the IFB.
 - 1) If renewal prices are not provided then prices during renewal periods shall be the same as during the original contract period.
 - 2) DESE does not automatically exercise its option for renewal based upon the maximum price and reserves the right to offer or to request renewal of the contract at a price less than the maximum price stated.

2.8.2 Termination: DESE reserves the right to terminate the contract at any time, without penalty or recourse, by giving written notice to the Public School District at least thirty (30) calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, the following shall apply:

- 1) All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the Public School District pursuant to the terms of the contract shall, at the option of DESE, become the property of DESE. The Public School District shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by DESE pursuant to the contract prior to the effective date of termination.

2.8.3 Public School District Liability: The Public School District shall be responsible for any and all injury or damage as a result of the Public School District's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition to the liability imposed upon the Public School District on account of personal injury, bodily injury (including death), or property damage suffered as a result of the Public School District's negligence, the Public School District assumes the obligation to save DESE, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The Public School District also agrees to hold DESE, including its employees, and assignees, harmless for any negligent act or omission committed by any sub-contractor or other person employed by or under the supervision of the Public School District under the terms of the contract.

- a. However, the Public School District shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by DESE, including its employees, and assignees.

2.8.4 Insurance: The Public School District shall understand and agree that DESE cannot save and hold harmless and/or indemnify the Public School District or employees against any liability incurred or arising as a result of any activity of the Public School District or any activity of the Public School District's employees related to the Public School District's performance under the contract. Therefore, the Public School District must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect DESE, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.

2.8.5 Public School District Status: The Public School District represents himself or herself to be an independent Public School District offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of DESE. Therefore, the Public School District shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold DESE, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

- 2.8.6 Coordination: The Public School District shall fully coordinate all contract activities with those activities of the state agency. As the work of the Public School District progresses, advice and information on matters covered by the contract shall be made available by the Public School District to DESE throughout the effective period of the contract.
- 2.8.7 Transition: **Upon award of the contract, the Public School District shall work with DESE and any other organizations designated by DESE to insure an orderly transition of services and responsibilities under the contract and to insure the continuity of those services required by DESE.**
- a. Upon expiration, termination, or cancellation of the contract, the Public School District shall assist DESE to insure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the contract to an organization designated by DESE, if requested in writing. The Public School District shall provide and/or perform any or all of the following responsibilities:
- 1) The Public School District shall deliver, FOB destination, all records, documentation, etc., which were required to be produced under the terms of the contract.
 - 2) The Public School District shall agree to continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed thirty (30) calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.
 - 3) The Public School District shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by DESE, in order to insure the completion of such service prior to the expiration of the contract.

3. BIDDER'S SUBMISSION INSTRUCTIONS

Bids **must be received** in the correct office of the Department of Elementary and Secondary Education located at 205 Jefferson Street, Jefferson City, MO 65101 **by the TIME and DATE indicated or they will not be opened and evaluated.**

Applicants should note that bids sent as First Class or Priority Mail to the PO Box indicated, may take 24 hours to transit from the PO Box to the appropriate office and should take this into account when mailing the bid. It is recommended that bids sent by overnight delivery service be sent to the 205 Jefferson Street address instead of the PO Box listing. Applicants should be aware that bids sent by overnight delivery service, the day before bids are due, may not arrive at the correct office by the date and time due. Applicants may hand deliver bids to 205 Jefferson Street if they so choose.

- 3.1.1 ELECTRONIC SUBMISSION OF BIDS THROUGH THE ON-LINE BIDDING WEB SITE IS NOT AVAILABLE FOR THIS IFB.
- 3.1.2 When submitting a bid, the applicant must include two (2) additional copies along with their original bid for a total of **three (3)**.
- 3.1.3 To facilitate the evaluation process, the applicant is encouraged to organize their bid into distinctive sections that correspond with the individual evaluation categories described herein.
- a. Using the **Application Template** located under # 4. **Application Template** of this document, applicants must fill in the appropriate blanks and insert requested pages where indicated.
- b. Each requested insertion page must be titled with the section title enclosed.
- c. **The signed page one from the original IFB must be placed at the beginning of the Application**

Template. (Labeled ATTACHMENT ONE)

- d. On those pages indicated, no more than the requested number of pages may be submitted and the Font Style must be either Arial or Times New Roman and the Point size no smaller than 11 point.
- e. The submitted application must be stapled in the upper left hand corner only and not bound in any other manner. **Do not submit any additional information.**

3.1.4 The applicant is cautioned that it is the applicant's sole responsibility to submit information related to the evaluation categories and that DESE is under no obligation to solicit such information if it is not included with the bid. The applicant's failure to submit such information will cause an adverse impact on the evaluation of the bid.

3.2 Bid Detail Requirements and Deviations:

3.2.1 It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated herein. The bidder should clearly identify deviations from both mandatory and desirable specifications stated. Any deviation from a mandatory requirement may render the bid non-responsive; any deviation from a desirable specification may be reviewed by DESE as to its acceptability and impact on competition.

3.2.2 Guidance for the completion of the Application Template

All parts of the Application Template must be completed and submitted as required in the IFB. The following is a series of guidance for the completion of the Application Template. The evaluation team scoring the grant application needs to be able to see a concise clear picture of the need for a SAC program and how the applicant's proposed program will improve the quality and/or increase the availability of SAC programs. They will only have your words within this application to judge your program. Make each word count. It is suggested that the applicant have several different people read the grant prior to submission to check for errors in spelling, grammar and content.

What follows is the Guidance for each Section of the Template. Please use the Template located under # 4. of this document.

COVER PAGE OF IFB

(ATTACHMENT ONE)

All blanks MUST be filled in. Any lines left blank will automatically render the IFB null and void.

SECTION I- PROJECT INFORMATION

(ATTACHMENT TWO)

This section supplies DESE with the information needed to identify the applicant Public School District. An applicant must list the full district name, the program site name, the county/district code and the county name. **In addition the superintendent's name and contact information is required. All correspondence regarding awards will be sent to the superintendent for dissemination to the appropriate program staff.**

Please note the application requests a contact person's name and signature. This person should be the person who will be responsible for the program. ***If a grants writer is used, DO NOT use their name and address here UNLESS they are to be the contact person for the duration of the contract period.***

In order for DESE to contact the program site itself, we need the full name and contact information for the person responsible for the program. The Contact Person is the person who is responsible for the day to day running of the program. **An email address is required** so that DESE may contact this person on a regular basis with current information on School Age Care/Afterschool information.

If any part of this section is left blank, it will render it null and void and will not be scored.

SECTION II- PROGRAM AND GRANT INFORMATION

(ATTACHMENT TWO)

For the purposes of this grant, NEW services refers to the implementation of a program that has not occurred before at this site. EXISTING services refers to a site that is in existence but DID NOT receive a 02-03 SAC grant. Please write in the amount requested for the first year of the contract AND the estimated amounts of the renewals for year two and three. Remember: No amount per year can exceed the \$20,000.00 per site with a district cap of \$40,000.00. The purpose of these grants is to create new programs or to enhance and/or increase already existing programs. Funds must be used to supplement, not supplant, other funding. These funds may not be used to provide a service or activity previously funded with other federal, state or local funds.

SECTION III – STATEMENT OF ASSURANCES

(ATTACHMENT 2)

The Statement of Assurances is the most important part of this IFB. By signing, the Superintendent signifies that he/she has read and agrees to all the requirements contained within the IFB and accepts responsibility for the School Age Care/Afterschool program even if working in partnership with a non-profit agency. It is also required that the person responsible for the program sign here as well. In the event that during the course of the award, this person changes, the Public School District must contact DESE immediately to update the contact person's name and information.

All applications ***MUST be signed by the Superintendent*** to be eligible for a School Age Care grant. Only applications submitted by public education institutions will be considered for grant awards. Public education institutions may submit an application for a School Age Care program in partnership with a not-for-profit entity such as the YMCA, YWCA, 4-H Youth Development, PTA, or other not-for-profit entities.

It is understood that the Public School District is the author and administrator of this grant. While the Public School District may work in cooperation with other community partners, this grant award is to the Public School District for the purpose of administering a Public School District SAC/A program.

SECTION IV – PROGRAM PLANNING INFORMATION

(ATTACHMENT 3)

Programs should be conducted on school facilities. Programs located elsewhere **will be considered only** if school facilities are not available. In such cases, consideration will be given to community centers in lieu of public school facilities. Community Center means any facility operated by public or nonprofit community-based organizations for the provision of recreational, social or educational services to the general public. Any site selected must be accessible for children with disabilities. If the program will not be occurring on the school site, the applicant must indicate why under # A of Section IV.

B. In this section, be sure that the total is current plus anticipated for number of children to be served and that this number matches the total in Section V # A.

C, D and E refer to the dates, times and hours that the program will be in session. As part of the narrative in Section VIII- Program Narrative part A, applicants should show how this meets the needs of working families and the needs of the community in addition to additional information requested by the specific section.

#F. This is a non-mandatory no points involved request. DESE identifies programs to serve as visitation sites to assist other programs in program development and growth. This is an information item and no points are involved.

G, H, and I refer to the status of state childcare licensure and accreditation of a program site. If a public school district is exercising its right to license exemption, then a copy of the license exempt request and/or a copy of the license exempt form must be attached where indicated. Additional points are awarded to those sites that have sought and obtained state licensure beyond the license exempt status. If a non-profit is partnering with the Public School District in the administration of the program, then the site must be licensed.

Please refer to the IFB 2.3.4 for information on the accreditation process and options. The goal of accreditation is: to insure quality child care programs using standards and procedures outlined by the

Missouri Accreditation Board, The National School Age Care Alliance and adopted by the Missouri State Board of Education. Grant applicants **MUST** indicate which school age accreditation they are seeking. If they are currently accredited by either organization, they must so indicate on the application form.

J refers to the specific site that is requesting a SAC grant.

Copy of current state license or license exempt status letter must be attached to (ATTACHMENT 4)

Copy of current accreditation certificate (if accredited) must be attached to (ATTACHMENT 5)

SECTION V – ENROLLMENT INFORMATION (ATTACHMENT 6)

If the applicant is a new service, please complete # A. If the site is an existing service (based on definition in the IFB), please complete # B. Make sure the number in the TOTAL area matches the number in Section IV # B. The applicant needs to attach a needs survey or a brief narrative in lieu of an actual survey demonstrating the need for a SAC program.

Copy of Needs Assessment may be attached to (ATTACHMENT 7)

Copy of Non-profit partner Letter of Agreement/Understanding must be attached to (ATTACHMENT 8)

SECTION VI – PROGRAM USE OF GRANT FUNDS (ATTACHMENT 6)

Any item checked in this section **MUST** be justified in Section VIII Program Narrative # C. Think carefully about what the program plans to accomplish and how this meets the program goals and objectives.

SECTION VII – PROGRAM INFORMATION (ATTACHMENT 6)

This section needs to be filled out **ONLY** if a non-profit is partnering with the Public School District in the administration of the program. In the event that a *not-for-profit* entity partners with the Public School district for the School Age Care/Afterschool (SAC/A) program, an authorized representative from such an entity must sign the application where indicated **in addition** to the superintendent or authorized representative of the public education institution.

In those cases where a *not-for-profit* entity partners with a Public School District for the program, there must be a signed statement of understanding/agreement between the Public School District and the entity. A copy of the letter of understanding/agreement **must** be attached if the Public School District is partnering with a non-profit agency.

SECTION VIII – PROGRAM NARRATIVE # A DEFINE THE NEED (ATTACHMENT 9)

Follow all instructions carefully. All information must be confined to the template plus a single additional page (if needed) but the font size may not be smaller than Point 11. Be sure to label the 2nd page with the Section number and name.

The evaluation team scoring the grant application needs to be able to see a concise clear picture of the need for a SAC program and how the applicant's proposed program will improve the quality and/or increase the availability of SAC programs. They will only have your words within this application to judge your program. Make each word count. It is suggested that the applicant have several different people read the grant prior to submission to check for errors in spelling, grammar and content.

SECTION VIII – PROGRAM NARRATIVE # B. COLLABORATIVE EFFORTS (ATTACHMENT 10)

This is the space an applicant needs to use to justify the need for a SAC program and to show how collaborative efforts were and are in place for planning, implementing and sustaining the program. Remember, this grant is a 3 three-year cycle with the goal of program sustainability without being dependent on CCDF funds by year four. All information must be confined to a single page and

the font size may not be smaller than Point 11.

SECTION VIII – PROGRAM NARRATIVE # C. PROGRAM GOALS & OBJECTIVES (ATTACHMENT 11)

This is probably the hardest section for applicants to write and yet it is the most important. Make sure goals and objectives clearly state what will happen and how it will be measured and attained.

A **goal** is one or more general statement(s) identifying a long-term purpose, usually as a result or outcome of the accomplishment of several objectives. A goal is comprised of a number of objectives. Keep the goal statement brief, but comprehensive in nature.

Objectives are specific performance targets against which progress can be measured. Objectives should describe what you hope to achieve or accomplish and are specific, measurable, agreed upon, reasonable and time-bound. Objectives should be stated in both quantitative and qualitative terms.

Tasks should describe how you intend to carry out the program to meet the program objectives. State the **performance measures** you will use to gauge your performance in quantitative terms.

Remember to justify all checked items from Section VI here.

The Difference between Goals and Objectives:

Goals are broad; objectives are narrow.

Goals are general intentions; objectives are precise.

Goals are intangible; objectives are tangible.

Goals are abstract; objectives are concrete.

Goals can't be validated as is; objectives can be validated.

Remember that your objectives should support your goal (i.e., the accomplishment of objectives leads to the overall accomplishment of goals).

You may list up to three (3) Goals with resulting objectives, tasks, and performance measures.

AN EXAMPLE:

Goal: The residents of Ourtown, MO will reduce the incidence of crime in Ourtown by 10%, and vandalism by 50%, and increase resident perception of neighborhood safety by 50%, after implementation of a Community Crime Prevention Program, as measured by police records and a pre- and post- program resident satisfaction survey.

Objectives:

- To reduce graffiti in the town by 10% and vandalism by 50%

Task: Residents will do a building washing and/or repainting of six vandalized storefronts in the downtown area every Saturday during the summer.

- To increase neighborhood awareness of crime by 50%

Task: Community Crime Prevention Program will host four informational meetings between residents and police officials at the community town center during the month of September.

Task: Community Crime Prevention Program will print and distribute a monthly 'crime watch' bulletin alerting residents to suspicious persons or recent occurrences of vandalism.

Performance Measures: Success of these Goals and Objectives will be demonstrated as measured by police records and a pre- and post- program resident satisfaction survey.

SECTION VIII – PROGRAM NARRATIVE # D. IMPLEMENTING THE PLAN (ATTACHMENT 12)

This section asks for quite a bit of information and offers applicants a place to expand on several issues. Applicant is asked to describe how the program will be implemented and include a timeline and asks that special attention be given to Community and Parent involvement AND Publicity and Recruitment. A sample schedule of the daily routine and activity choices for children must be provided. Use this space to show the balance of the program and the variety of program choices and demonstrate how these meet the developmental needs of the students in the program. See 2.3.2 of the IFB for more information on Program Content. Demonstrate timeline and evaluation for on-going staff training and professional development.

Show how all of this increases and/or enhances care and availability. Applicants may use the space provided in the Application template along with up to 2 additional pages. Make sure to label additional pages with Section Number and Name.

SUSTAINABILITY: SAC grant funds are limited and not intended as on going budget dollars. **This section will show the readers that the program has a strong foundation and will continue after these funds are expended** using both a strong sustainability plan and a strong evaluation plan. Describe how the program will be funded beyond the grant award period. Provide a description of the adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization in order to be sustainable after the funding period. Indicate long-range plans for fiscal viability. Describe how to sustain the program beyond the funding cycle. Demonstrate that costs are reasonable in relationship to the number of persons to be served and to the anticipated results and benefits. List fee schedules and scholarship guidelines. All information must be confined to the space indicated plus a single additional page if needed. Remember to label the 2nd page with Section Number and Name.

PROGRAMS ARE ENCOURAGED TO BUILD THEIR SAC/AFTERSCHOOL PROGRAM INTO THEIR CSIP PHILOSOPHY AND MAKE THEIR SAC/AFTERSCHOOL PROGRAM A VITAL PART OF THE TOTAL SCHOOL PROGRAM.

For a comprehensive look at program sustainability click on this link to go to the Finance Project: <http://www.financeprojectinfo.org/ost/ostplanning.asp>

The Finance Project offers good advice for looking at long-term sustainability. **NOTE:** Applicants should begin by thinking about what the program will look like and cost in Year Four. There will be no CCDF funds and the program will have to sustain in other ways. Then work backwards using the potential of three years of funding to help establish and purchase those larger ticket items that will not need to be replaced and to lay the foundation for a program that will not need continued federal CCDF dollars.

Applicants are required to build collaborations with others in their community, obtain community commitment in dollars and other support, and show that the school administration is also committed. As Robert Kramer states, *“Institutionalization (sustaining) is the active process of establishing your initiative – not merely continuing your program, but developing relationships, practices and procedures that become a lasting part of the community”*.

Fees should be charged on a sliding fee scale, which helps to offset the costs of programming. Applicants should look into other support opportunities such as the childcare reimbursement and the national school lunch program, which provides reimbursement for snacks and certain meals for afterschool programs.

Applicants are also encouraged to look into other innovative ideas for funding such as: fundraisers, donations from civic, faith, and other groups, as well as seeking other types of grants. Public School districts are also encouraged to look at the overall district budget and think of other ways to reallocate, blend and braid current funding such as Title One and other entitlement funds.

Another excellent resource on sustainability is the *"Sustaining School-Community Partnerships to Enhance Outcomes for Children and Youth: A Guidebook and Tool Kit"* from the National Center for Mental Health in Schools: <http://smhp.psych.ucla.edu/dbsimple2.asp?>

EVALUATION: Describe how your program will be evaluated to ensure high quality. A major way to build toward sustainability is to show that your program is meeting the needs of the school district and community. The best way to demonstrate that needs are being met and outcomes are positive is through quality evaluation. Program outcomes are the benefits, changes or results that individuals or populations experience during or after receiving a given service or product. Outcomes may relate to skills, a behavior change, knowledge, attitudes, values or some other attribute. They are a clear measure of the success of the program or service and measure what is different or changed as a result of the program or service. In quality evaluation, it is the outcomes as a result of the program that are

the most important. To learn more about the Logic Model of measuring outcomes click on the link: http://www.cic-astd.org/LABS/BNLAB/ISPI_BNLab.pdf

Program outcomes are critical because they measure the results of the program or service offered to the customer. More specifically, they:

- Help the organization select opportunities that have the most impact;
- Enhance accountability;
- Strengthen existing products or services;
- Identify staff and volunteer training needs;
- Support long range plans;
- Help show stakeholders that a program or service produces results.

In turn, the focus on results can help the organization recruit and retain talented staff, garner support for further efforts, retain or increase resources and gain favorable recognition.

A good project evaluation provides an extremely useful tool to manage ongoing work, identify successes and plan effectively for new programs. Effective project evaluations can:

- Account for what has been accomplished through project funding
- Promote learning about which strategies work and which don't
- Provide feedback to inform decision-making at all levels: community, regional and national
- Contribute to the body of knowledge
- Assess the cost-effectiveness of different strategies
- Position high quality projects for future funding opportunities
- Increase the effectiveness of project and program management
- Contribute to policy development

SECTION VIII – PROGRAM NARRATIVE # F PLANNED FACILITIES (ATTACHMENT 14)

This section asks that you explain how your program site looks and how it is integrated into the total school program. Diagrams are acceptable and do not have to be drawn to scale. School Age Care programs must provide access of 35 square feet of indoor and outdoor usable space per child. Usable space must consist of both primary and auxiliary-space. The following areas can be included as auxiliary space: gym, media centers, multipurpose rooms, libraries, industrial arts rooms, arts and crafts rooms, kitchens, community center, activity rooms and cafeterias. Park areas within walking distance of no more than one-quarter mile from the program site can be considered outdoor play space for SAC children. Any facility selected must be accessible for children with disabilities. The site must also adhere to **all** of the requirements set forth in the Americans with Disabilities Act. All information must be contained in the space provided on the Application Template.

SECTION VIII – PROGRAM NARRATIVE # G SCHOOL AGE CARE/AFTERSCHOOL STAFF (ATTACHMENT 15)

Show that staff currently in place are highly trained and well qualified for their positions. If this is a new program, what requirements will you make of staff? A quality program depends on high quality staff. DESE offers a training entitled “SAC Mission Possible” that provides quality baseline training for SAC/A professionals. Technical Assistants from the Missouri Afterschool Resource Center will be providing awardees with access to the training. Training and experience of the school age childcare program administrator and staff should include school age care, child development, recreation, elementary education or other child-related fields. **No person shall be employed who has been convicted of a crime against children.** All programs are required to meet state laws regarding screening of school age childcare providers. All adults working with children should be trained in appropriate first aid and emergency procedures. Additional pages of the Application Template Section VIII-Program Narrative #.G. SAC/A Staff may be added as needed.

Copy of one page resume for program administrator site director must be attached to (ATTACHMENT 16)

In this section, you are required to plan out a three-year budget. Year One is for the actual dollars you will request for this award period and the Year Two and Three are the projected amounts for your up to two renewal periods. *It is understood and agreed upon that in the event funds from state or federal sources are not obtained by DESE and continued at an aggregate level sufficient to allow for purchased services needed, the obligations of DESE shall be terminated immediately upon written notification.*

Totals may not be more than \$20,000.00 per site for any given award year. Note there is a maximum cap per district of \$40,000.00.

DESE has the right to reduce a budget in the event that the applicant asks for a non-allowable item, such as registration costs for a non-approved conference.

An itemized detailed description for **each** budget category **must** be attached where indicated. An example of what demonstrates an acceptable and unacceptable description follows:

- 1) Unacceptable example: \$600 for conference registrations
Acceptable example: \$600 for 6 staff to attend “XYZ” conference at \$100 each
- 2) Unacceptable example: \$400 for arts and crafts
Acceptable example: \$150 for drawing paper
\$ 50 for glue and glitter
\$200 for assorted fabric

Funding may not be used for:

1. Funding of existing expenditures.
2. Grant award cannot supplant existent funding only to increase or enhance programs;
2. Purchase of or improvement of land or property, except for minor remodeling;
3. Construction or permanent improvements, which exceed \$10,000.00;
4. Rent of building or facility;
5. Student and/or child tuition fees;
6. Registration/travel to a non-approved conference;
7. Matching funds for other state or federal grants.

Equipment Costs: Equipment is distinguishable from supplies in that items have a useful life of at least one year and are more feasibly repaired than replaced.

Equipment to be purchased from these funds is limited to items for the direct service component of the program (e.g., microscopes for students) rather than equipment for the administration of the program (e.g., a typewriter for a secretary, laminating machine, etc.). **Programs located in school buildings are expected to have access to equipment ordinarily available in schools: student desks, chairs, tables, audiovisual equipment, playground and activity equipment, computer and science labs, media centers, etc.**

Allowable costs may include purchasing, or temporary leasing of equipment needed to implement the project, which is not available in the school.

Materials and Supplies: Materials and supplies to be purchased from these funds are limited to items which are either consumed in use, have a useful life of less than one year and are more feasibly replaced than repaired. Materials and supplies are allowable if needed to implement the project so that programs can begin with a variety of materials for the daily program of activities (e.g., board games, art supplies, books).

Purchased Services: Allowable purchased services include: personnel services rendered by persons

not employed by applicant, their travel and related expenses, all other contracted services included, travel by employees, and fees for accreditation and school age childcare licensing.

Professional Development Costs: Payments of stipends will be allowed if necessary to carry out the professional development objectives (e.g., payment for substitutes, payment of registration costs, payment of stipends to teachers for attendance). Training received at approved conferences to meet the Missouri Department of Health and Senior Services requirements for registered trainers. Allowable conferences include: Missouri School Age Care Coalition (MOSAC2), Missouri Association of Adult Continuing and Community Education (MAACCE), and any regional trainings provided by the Missouri Afterschool Resource Center. All other trainings must be approved in advance. *Hours earned at The Conference on the Young Years or The Primary Conference will not be considered allowable for this grant-training requirement.*

Travel and Transportation: The cost of travel related to School Age Care/Afterschool is allowable for program personnel on trips related to the project. This cost must be justified in the bid. Transportation for students in a program for field trips or program trips may be included on this application. Consideration must also be given to the specialized transportation needs of students with disabilities.

Salaries and Benefits: Funding can be used in this category to increase the availability and/or quality of childcare. *However, this is not considered a priority area with these grants. Districts must demonstrate that other budget areas (e.g., materials and supplies, equipment, and professional development needs) have been adequately met.* Appropriate planning expenses include activities preliminary to serving children such as: surveying the community for school age childcare needs, planning and organizing facilities, planning curriculum and activities, hiring staff, training staff, publicizing the program and recruiting children.

Accreditation Fees: Awardees may use a portion of their grant funds for Accreditation Fees. Public School District sites who are awarded a SAC/A grant must work toward and complete the requirements for Accreditation in order to remain eligible for their award and up to two renewals. DESE recognizes both the Missouri Center for Accreditation and the National School Age Care Alliance Accreditation as approved accrediting bodies for SAC/A programs. Program **MAY NOT** use NAEYC accreditation to meet their SAC/A program grant accreditation requirement.

Copy of itemized listing of Budget items must be attached to (ATTACHMENT 18)

SECTION X - BUDGET NARRATIVE

(ATTACHMENT 19)

In this section, the narrative must demonstrate how funds will be spent and how this meets and relates to the program's goals and objectives. Demonstrate how the items in the budget relate to program content and how this increases and/or enhances quality. Describe how the funds will be spent and how this meets and relates to the program's goals and objectives. Describe how costs are reasonable in relationship to the # of students to be served. Describe how costs are reasonable in relationship to anticipated results and benefits. Describe how this expense will be covered after year three if it is an on-going expense. This is a new item for this grant.

3.3 Determination for Award:

- 3.3.1 The award of contract shall be made based on the evaluation system listed below. DESE reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the bidder within the past five years. As deemed in its best

interests, DESE reserves the right to clarify any and all portions of any bidder's offer.

- 3.3.2 After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below:

Grant awards will be given to public education agencies **with priority given to** School Age Care/Afterschool programs that are:

- New School Age Care/Afterschool programs;
- State licensed and/or School Age Accredited; (applicants will earn extra points for obtaining state licensure, but will not earn points for being licensed exempt)
- **Actively** seeking license and/or accreditation;
- Expanding capacity to serve children in an existing School Age Care/Afterschool program;
- Operated year round, including the summer months, breaks, holidays (except legal holidays), inclement weather, teacher conferences, and other days when public schools might not be in session;
- Innovative, creative, and/or providing services beyond the traditional School Age Care/Afterschool program, (e.g., parent involvement, parent education; intergenerational and other programs);
- Facilities serving a high population of low income or special needs children.

Scoring System: Funding will be awarded to facilities with the highest scores/rank based on availability of grant funds. When applications exceed the availability of funds or when the scoring system results in a tie score, DESE will have final say in determining who will receive a grant award.

Evaluation System: The following point system will be used to evaluate requests for funds:

- | | |
|---|------------------|
| a. Section IV – Program Planning Information | (15 POINTS max) |
| b. Section V – Enrollment Information..... | (30 POINTS max) |
| c. Section VI – Program Use of Grant Funds | (5 POINTS max) |
| d. Section VII – Program Information (non-profit partner) | (5 POINTS max) |
| e. Section VIII – Program narrative # A Define the Need..... | (10 POINTS max) |
| f. Section VIII – Program Narrative # B Collaborative Efforts | (10 POINTS max) |
| g. Section VIII – Program Narrative # C Program Goals and Objectives | (15 POINTS max) |
| h. Section VIII – Program Narrative # D Implementing the Plan..... | (30 POINTS max) |
| i. Section VIII – Program Narrative # E Sustainability and Evaluation | (30 POINTS max) |
| j. Section VIII – Program Narrative # F Planned Facilities | (5 POINTS max) |
| k. Section VIII – Program Narrative # G SAC/Afterschool Staff..... | (25 POINTS max) |
| l. Section IX – Budget Information Year One Request & Year 2 & 3 estimates..... | (5 POINTS max) |
| m. Section X – Budget Narrative | (15 POINTS max) |
| Total points to be earned:..... | (200 max) |

SECTION I - PROJECT INFORMATION

District Name	Site Name	County Code/District Code Number ____ - ____	County Name
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PLEASE COMPLETE THE MAILING ADDRESS FOR THE DISTRICT SUPERINTENDENT

SUPERINTENDENT'S NAME	MAILING ADDRESS
CITY, STATE AND ZIP	TELEPHONE NUMBER ()

PLEASE COMPLETE THE MAILING ADDRESS FOR THE GRANT CONTACT PERSON (PERSON RESPONSIBLE FOR THE PROGRAM)

CONTACT PERSON'S NAME (PERSON RESPONSIBLE FOR THE PROGRAM)	TITLE
ORGANIZATION-ENTITY (i.e. YMCA, SCHOOL DISTRICT, 4-H etc.)	MAILING ADDRESS
CITY, STATE, ZIP	TELEPHONE NUMBER ()
Email Address for Contact Person (required)	FAX NUMBER ()

SECTION II – PROGRAM AND GRANT INFORMATION

CHECK ONE.

- ☐ **NEW SERVICES** (implementing new program)
- ☐ **EXISTING SERVICES** (enhance or increase program, not funded under 02-03 SAC grant)

GRANT AMOUNT REQUESTED

TOTAL	Year One	Year Two	Year Three
	\$	\$	\$

SECTION III – STATEMENT OF ASSURANCES

The Applicant hereby assures the Department of Elementary and Secondary Education that:

- A. The Public School District will maintain such records and provide such information as may be necessary for fiscal and program auditing and will provide DESE any information it may need to carry out its responsibilities under the grant.
- B. The Public School District will comply with state and federal guidelines for this grant.
- C. The Public School District will use funds received under this grant only to supplement the level of funds that in absence of this grant would have been available from other sources and not to supplant such funds.
- D. The Public School District will offer School Age Care Programming for no less than three (3) years from the date of contract award.
- E. Failure to meet the requirements set forth by this grant will forfeit eligibility to receive grant award.
- F. The Public School District will build a sustainable program that can stand without CCDF funding by Year four.
- G. The Public School District will fully integrate its SAC/Afterschool program into its CSIP philosophy.

This district, through its authorized representative, fully understands the Assurances and the responsibility for compliance placed upon the organization by the Assurances. The district will refund directly to DESE any unused or misused funds. Any significant revision of the approved application will be requested by the grantee prior to the enactment of the change.

Signature (Superintendent or Authorized Rep.)	Print Name	Title	Date
Signature (Individual responsible for Program)	Print Name	Title	Date

**ATTACH COPY OF CURRENT
STATE LICENSE
OR
LICENSE EXEMPT STATUS
LETTER FROM DOH HERE**

**ATTACH A COPY OF YOUR
CURRENT ACCREDITATION
CERTIFICATE HERE**

SECTION V – ENROLLMENT INFORMATION (Information pertains to SAC/A program for which the grant is intended)

Complete either part A **OR** part B

A. SAC/A New Services

(DO NOT USE PERCENTAGES!)

(Attach a copy of survey, needs assessment documenting the need)

Estimated number of low-income children you expect to provide care for _____

Estimated number of special-needs children you expect to provide care for _____

Estimated **TOTAL** enrollment of all children to be served: _____

B. SAC/A Existing Services (Existing Service that did not get 02-03 SAC funding)

Number of low-income children currently in care _____

Number of special-needs children currently in care _____

TOTAL number of ALL children currently being served _____

Anticipated number of ADDITIONAL children to be served by this grant _____

SECTION VI – PROGRAM USE OF GRANT FUNDS

CHECK ANY APPLICABLE ITEMS. (All items checked **MUST** be justified in the narrative Section VIII C)

- _____ Implement a new School Age Care/Afterschool program
- _____ Increase availability of School Age Care/Afterschool
- _____ Enhance the quality of School Age Care/Afterschool programs
- _____ Assist in meeting licensing rules and/or School Age Care/Afterschool Accreditation
- _____ Minor remodeling
- _____ Purchase of equipment
- _____ Program materials purchase
- _____ Curriculum purchase or development/implementation
- _____ Activities or purchases which will increase the over all quality of School Age Care/Afterschool programs
- _____ Other (specify)

SECTION VII – PROGRAM INFORMATION (NON-PROFIT PARTNER)

A. If applicable, provide the name and address of the outside agency or organization (must be not-for-profit) that the Public School District will partner with on the program.

NAME OF CONTACT:	ORGANIZATION:
ADDRESS:	CITY, STATE AND ZIP:
PHONE:	FAX:
EMAIL:	

B. Attach a copy of the Letter of Agreement between the district and the not-for-profit agency.

**Insert Needs Assessment Here
(Section V, B)**

Attach Not-for Profit partner
Letter of Agreement here (from
Section VII, B)

SECTION VIII – PROGRAM NARRATIVE**A. DEFINE THE NEED**

1. Fully explain the specific need or interest in a new or expanded/enhanced School Age Care/Afterschool Program in your geographic area.
 - A. Describe the nature and extent of the need, using data that is current and relevant to your particular locality.
 - B. Describe why the need is occurring.
 - C. Describe why the need is being addressed now.
 - D. Describe what others have done to address the need and how effective they have been.
2. Describe how this grant award will improve the quality and /or increase the availability of School Age Care/Afterschool programs.

All information must be confined to this space plus a single additional page (if needed) but the font size may not be smaller than Point 11. Be sure to label 2nd page with Section Number and Name.

SECTION VIII – PROGRAM NARRATIVE

B. COLLABORATIVE EFFORTS

1. What process was used to decide there is a need?
2. List all collaborative efforts used in planning and implementing this program.
3. Fully explain how collaborative efforts will enhance the quality of the program.

All information must be confined to this space and the font size may not be smaller than Point 11.

SECTION VIII – PROGRAM NARRATIVE**C. PROGRAM GOALS AND OBJECTIVES**

1. **State the program goals, objectives, tasks, and performance measures** of the new or increased program. You may list up to three (3) Goals.
2. Briefly state how the grant funds will be used to meet these goals and objectives.

All information must be confined to this space plus a single additional page (if needed) but the font size may not be smaller than Point 11. Be sure to label 2nd page with Section Number and Name.

SECTION VIII – PROGRAM NARRATIVE

D. IMPLEMENTING THE PLAN

- 1) Describe how the program will be implemented and include a timeline.
 - a) Give special attention to:
 - i) Community and Parent involvement
 - ii) Publicity and Recruitment
- 2) Provide a sample schedule of the daily routine and activity choices for children.
- 3) Demonstrate timeline and evaluation for on-going staff training and professional development.
- 4) Show how this increases and/or enhances care and availability.

All information must be confined to this space plus no more than 2 additional pages (if needed) and the font size may not be smaller than Point 11. Be sure to label 2nd & 3rd pages with Section Number and Name.

SECTION VIII – PROGRAM NARRATIVE

E. SUSTAINABILITY AND EVALUATION

- 1) Describe how the program will be funded and sustained beyond the grant award period.
- 2) Indicate long-range plans for fiscal viability including specific sources of funds.
- 3) Please list fee schedule and scholarship guidelines.
- 4) Describe how the program will be evaluated to ensure high quality.

All information must be confined to this space plus a single additional page (if needed) but the font size may not be smaller than Point 11. Be sure to label 2nd page with Section Number and Name.

SECTION VIII – PROGRAM NARRATIVE**F. PLANNED FACILITIES**

1) Describe the proposed or existing program site.

Include:

- i) Dimensions
- ii) Available equipment
- iii) Where the program is located in the building
- iv) All other rooms accessed**

All information must be confined to this space and the font size may not be smaller than Point 11.

SECTION VIII- PROGRAM NARRATIVE**G. SCHOOL AGE CARE/AFTERSCHOOL STAFF**

1. Use the space below to list current or proposed positions*, the minimum educational background required and School Age Care/Afterschool experience required of staff. (**You may add pages if staff is large enough**). Include the Program Administrator. (For new programs, these positions may be unfilled but still list the requirements for the job. (*For every 16 children, you must have one full time staff member).
2. Attach a **ONE PAGE** resume for program administrator site director **ONLY**.

NAME OF STAFF	WORKS DIRECTLY WITH CHILDREN?
JOB TITLE	SPECIAL SKILLS, CREDENTIALS, ETC STAFF MEMBER POSSESSES
EDUCATION BACKGROUND	
# OF YEARS EXPERIENCE IN SCHOOL AGE	

NAME OF STAFF	WORKS DIRECTLY WITH CHILDREN?
JOB TITLE	SPECIAL SKILLS, CREDENTIALS, ETC STAFF MEMBER POSSESSES
EDUCATION BACKGROUND	
# OF YEARS EXPERIENCE IN SCHOOL AGE	

NAME OF STAFF	WORKS DIRECTLY WITH CHILDREN?
JOB TITLE	SPECIAL SKILLS, CREDENTIALS, ETC STAFF MEMBER POSSESSES
EDUCATION BACKGROUND	
# OF YEARS EXPERIENCE IN SCHOOL AGE	

NAME OF STAFF	WORKS DIRECTLY WITH CHILDREN?
JOB TITLE	SPECIAL SKILLS, CREDENTIALS, ETC STAFF MEMBER POSSESSES
EDUCATION BACKGROUND	
# OF YEARS EXPERIENCE IN SCHOOL AGE	

NAME OF STAFF	WORKS DIRECTLY WITH CHILDREN?
JOB TITLE	SPECIAL SKILLS, CREDENTIALS, ETC STAFF MEMBER POSSESSES
EDUCATION BACKGROUND	
# OF YEARS EXPERIENCE IN SCHOOL AGE	

Attach one page resume for
program administrator site
director here

SECTION IX – BUDGET INFORMATION**YEAR ONE REQUEST & 2 Year Projected Estimates****INSTRUCTIONS:**

1. All figures **MUST** be rounded to the nearest dollar. Make certain all figures and calculations are correct.
2. Years 2 & 3 estimates must show a ____% increase which must be replaced by the Public School District showing sustainability
3. Funding for a School Age Care/Afterschool grant is limited to one full award per funding year, per School Age Care/Afterschool site/school building. Funding up to, but not exceeding \$20,000 per site or \$40,000 per district for multiple sites may be awarded.

BUDGET CATEGORY	YEAR ONE Dollars Requested	YEAR TWO Dollars Estimated	YEAR THREE Dollars Estimated
Equipment	\$		
Materials and Supplies	\$		
Purchased Services	\$		
Professional Development Costs (Education/Training, Memberships, Conferences)	\$		
Travel and Transportation	\$		
Salaries	\$		
Benefits	\$		
Accreditation Fees	\$		
3.4 TOTAL	\$ (May not total more than 20,000)	\$ (May not total more than 20,000)	\$ (May not total more than 20,000)

NOTE: YOU MUST ATTACH A DETAILED ITEMIZED DESCRIPTION FOR *EACH* BUDGET CATEGORY YOU ARE REQUESTING FUNDS.

**INSERT ITEMIZED LISTING OF
BUDGET ITEMS HERE**

SECTION X- BUDGET NARRATIVE

You must submit a budget narrative for each budget category

- 1) Describe how the funds will be spent and how this meets and relates to the program's goals and objectives.
- 2) Describe how items in each budget category relate to program content and how this increases and/or enhances quality.
- 3) Describe how this expense will be covered after year three if applicable.
- 4) Describe how costs are reasonable in relationship to the # of students to be served.
- 5) Describe how costs are reasonable in relationship to anticipated results and benefits.

All information must be confined to this page plus no more than 2 additional pages (if needed) and the font size may not be smaller than Point 11. Be sure to label 2nd & 3rd pages with Section Number and Name.

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
TERMS AND CONDITIONS -- INVITATION FOR BID

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Department of Elementary and Secondary Education**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Applicant** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of DESE. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Awardee** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by DESE to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DESE.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and DESE.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise DESE if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from DESE, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by DESE in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. DESE monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders that appear to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The IFB is available for viewing and downloading on DESE's website. Registered vendors are electronically notified or mailed the IFB based on the information maintained in the State of Missouri's vendor database. If any portion of the address is incorrect, the bidder must notify the buyer in writing or update the address themselves on the state's On-Line Bidding website.
- f. DESE reserves the right to officially amend or cancel an IFB after issuance.

4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.

- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand that meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids that do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between DESE and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB that is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.

5. SUBMISSION OF BIDS

- a. Bids may not be submitted electronically as indicated in the IFB. Delivered bids must be sealed in an envelope or container, and received in DESE office located at 205 Jefferson Street in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to DESE address shown on first page. However, it shall be the responsibility of the bidder to ensure their bid is in DESE office (address shown on front page) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid that has been delivered to DESE office may be modified by signed, written notice that has been received by DESE prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid that has been delivered to DESE office may only be withdrawn by a signed, written notice or facsimile which has been received by DESE prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. Bidders delivering a hard copy bid to DESE must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Prices shall be posted on DESE's website after the official opening date and time. DESE will not provide prices or other bid information via the telephone.
- b. Bids that are not received in DESE office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 98-21, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by DESE to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DESE reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, DESE reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. DESE reserves the right to reject any and all bids.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from DESE to the successful bidder. DESE reserves the right to make awards by item, group of items, or an

all or none basis. The grouping of items awarded shall be determined by DESE based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.

- j. All bids and associated documentation that were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. DESE posts all bid results on the website for a reasonable period after bid award and maintains images of all bid file material for review. Bidders who include an email address with their bid will be notified of the award results via email.
- l. DESE reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DESE.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DESE's acceptance of the response (bid) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and DESE or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of DESE.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by DESE, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships that would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships that create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, DESE may cancel the contract. At its sole discretion, DESE may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DESE within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, DESE will issue a notice of cancellation terminating the contract immediately.
- c. If DESE cancels the contract for breach, DESE reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as DESE deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify DESE immediately.
- b. Upon learning of any such actions, DESE reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program that shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, DESE shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by DESE until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

